



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ASSISTANT DIRECTOR, INDUSTRIAL PROGRAMS	47*	A	12.502

Under administrative direction of the department director, is responsible for the development, planning, supervision, and fiscal management of the statewide correctional industries program and vocational education and training; and administers all industrial and agricultural programs for the employment of offenders.

Coordinate and direct the work of the State's industrial programs by formulating administrative policies and making administrative decisions to ensure industrial programs are in compliance with the Nevada Revised Statutes, Administrative regulations, applicable regulations, and American Correctional Association (ACA) Standards.

Supervise correctional personnel and private industrial personnel to ensure compliance with program policies and procedures. Supervisory duties are performed by planning, organizing and assigning work tasks; answering technical, administrative and policy questions about the work and instructing staff and others in special techniques; reviewing and evaluating work output for technical accuracy and compliance with established policies and procedures; identifying and providing training needs; and appraising individual performance and providing guidance on improvement. Supervisory duties are not normally subject to review unless a major problem occurs.

Interpret department policies and regulations as requested by the director to the public and press or on a statewide basis as they relate to the correctional industries program, and release to the local media information concerning institutional incidents, inmate rehabilitation programs, industry programs, and future expansion programs.

Act as liaison with the Governor's Office, legislative committees, executive assistants, local units of government, private sector business enterprises, educational facilities and other personnel as needed on behalf of the department's industrial and vocational training programs.

Plan, supervise and coordinate all industry related programs for the department and integrate the program with other agency operations; create working conditions within the industry program which are as similar to private industry as possible, directing the production, marketing, sales and fiscal affairs of the program; and reviewing plans for building, equipment, material and personnel.

Prepare and control the industrial programs budget by analyzing cost, sales and revenue figures and projections, conducting cost/benefit studies on industry operations, reviewing pricing policies and estimating future capital needs.

Develop plans for developing new industries and expanding existing industries; identify potential markets for finished goods; prepare preliminary design and write specifications for new products; purchase materials and equipment needed for the products and maintain an inventory on equipment, supplies and finished products.

Develop and maintain a reporting system which includes cost records, marketing recommendations for sales goals, production costs and revenue projections which are used in determining program objectives and allocating the necessary personnel and equipment to meet those goals.

Coordinate all meetings with the Prison Industry Advisory Board.

*** Reflects a 1-grade, special salary adjustment authorized by the 2001 Legislature to improve recruitment and retention.**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in accounting, economics, finance management or marketing and four years of supervisory experience in a manufacturing setting, two years of which must have been in a correctional facility; **OR** completion of 60 semester hours at an accredited college or university in one of the areas listed in above and five years of supervisory experience in a manufacturing setting, two years of which must have been in a correctional facility; **OR** an equivalent combination of education and experience above the high school level. (*See Special Notes and Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the theories, concepts, practices and regulations of personnel management and supervision including labor-management relations, classification, selection, performance evaluation, training, motivation, delegation, labor planning and utilization, and work planning. **General knowledge of:** the attitudes, problems and behavior of inmates; current practices used in industrial and agricultural activities; management concepts and practices including needs assessment, how to establish goals and objectives; how to develop work plans and timetables; how to coordinate operations; program planning, implementation and evaluation; organizational planning. **Knowledge of:** personnel, financial, and operating procedures in managing a correctional institution; the purpose, activities and scope of the department; the limitations of inmate labor, occupations, and employment best suited to correctional conditions; effective control, care and use of equipment; the safety and health rules and regulations applicable in the operation of a small manufacturing setting; the principles of business and manufacturing organization, management and administration; budgetary and fiscal management practices; the uses of such management tools as information systems, statistics, accounting, and public relations. **Ability to:** interpret and apply laws, rules and regulations governing correctional institutions; establish and maintain cooperative relations with interested community groups including business community and professional groups; adopt an effective course of action and make sound decisions; secure the cooperation of institutional officials and offenders; interpret financial statements; interpret and apply laws, rules and regulations relating to departmental business and fiscal management; establish cooperation with department management, other state and local agency personnel and the general public; speak and write clearly and concisely in explaining ideas, communicating within the organization, informing the public and resolving conflicts; establish and maintain effective working relationships which includes exhibiting responsiveness, credibility, confidence, tact, cooperation and sensitivity; plan, implement and evaluate the achievement of goals, objectives and work plans; recognize organizational and operational problems and apply analysis and judgment in arriving at solutions and make appropriate choices among options and alternatives; improve institutional efficiency; comprehend, interpret and apply laws and regulations in a consistent manner; provide organizational leadership and coordination; supervise and direct the work of subordinates by providing clear plans and direction and adequate training and motivation; function effectively in demanding situations and exhibit integrity, thoroughness and self-motivation; write concise, logical, grammatically appropriate correspondence and analytical reports in developing and explaining prison policies and procedures.

MINIMUM QUALIFICATIONS (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Thorough knowledge of: the institution's program goals, objectives and content. **Knowledge of:** the criminal justice system; Nevada business law such as contract law licensing requirements; department rules and regulations; Nevada laws pertaining to correctional facilities; financial and operating procedures in managing a business; operating procedures in managing an adult correctional institution; the principles and practices of manufacturing, marketing, sales, public relations, quality control, distribution, personnel and advertising; statistical reporting methods; government organization, operation and functions including central administrative process and the legislative process. **Ability to:** predict profitability in various businesses; develop pay plans, job descriptions, and structure work parameters of inmates.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.502

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